

27 JUL 1988

MEMORANDUM FOR: Director of Information Technology

FROM: John M. Ray
Director of Logistics

SUBJECT: Renovation Projects

REFERENCE: dtd 30 March 1988

Ed:

1. I have attached a copy of reference to refresh your memory regarding our new focus with respect to renovations.

2. In the past, our customers had to deal with at least four different components in the Directorate of Administration (DA) to have their renovation projects completed. Since the issuance of reference, we have had a study team review all existing procedures with the aim of reducing unnecessary bureaucratic actions and the considerable amount of paper involved in renovation requests. Among the proposed procedures is the concept that our customers need interface with only one representative of the DA, the renovation project manager. This individual will, however, have to conduct very close coordination with an officer from your office who is capable of representing all of your concerns.

3. In view of the above, it is requested that you designate an individual who will act for your office in all aspects of renovation projects. As soon as the individual is identified, we will have him/her review our proposed revised procedures. We would like to be able to implement this streamlined approach by 15 September 1988.

John M. Ray

Att: As Stated

cc: DDA

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